

## Case Recordation Duration of Plans Report

**Menu Option:** Pub CR Duration of Plans

**Purpose:** The Duration of Plans Reports provides plan operations, mine plan management, an error list of action codes without a document number, and information on the bonds filed for Case Types 380210, 380910, 380911, 380912 and 381402.

**Selection Criteria:** The criteria input for the report is found in the Lands & Minerals System Report, under the Public Case Recordation Reports section.

The report criteria are set up under two groupings:

|                         |   |
|-------------------------|---|
| New Format Serial Entry | Provides separate columns for the Geo State, Land Office, Prefix, Serial Number, and Suffix.  |
| Other Query Parameters  | Provides a variety of selection options including Admin State, Geo State, Begin Date, End Date, Case Disposition, CR Casetype Lookup; Casetype Conditions, Case Type, Office, Meridian Township and Range (MTR) and Meridian Township Range and Section (MTRS). |

**Public Case Recordation Reports**

Pub CR Case Action Info

Pub CR Case Info

Pub CR Case Info Cust Land

Pub CR Duration of Plans

New Format Serial Entry

Other Query Parameters

Pub CR Geo Report w/ Customer

Pub CR Geo Report w/ Land

Pub CR Geothermal Nominations

Pub CR Oil and Gas Leases Issued

Pub CR Oil and Gas Leases Due to Expire

Pub CR ROW Solar Energy

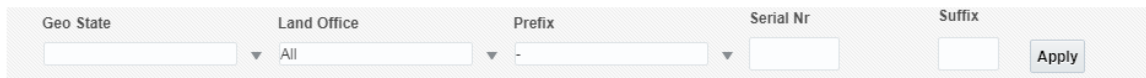
Pub CR ROW Wind Energy Projects

Pub CR Wind Energy Applications

Pub CR Serial Register Page

### **New Format Serial Entry:**

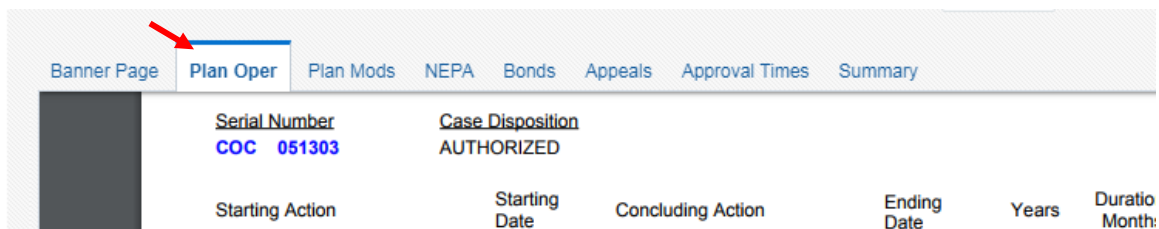
1. Select the two-character **Geo State** in the first text box.
2. Select the **Land Office** in the second text box.
3. Enter a zero in the **Prefix**, (if applicable).
4. Enter the **Serial Number**, (preceding zeros will be filled automatically).
5. Enter the 2-character alphanumeric code for the **Suffix**, (if applicable).
6. Enter the 2-character alphanumeric code for the **Case part**, (if applicable).
7. Click **Apply** to run the report.



The form contains five input fields: 'Geo State' (a dropdown menu), 'Land Office' (a dropdown menu with 'All' selected), 'Prefix' (a text box), 'Serial Nr' (a text box), and 'Suffix' (a text box). An 'Apply' button is located to the right of the 'Suffix' field.

**Note:** If the Apply button is disabled, click outside of the text box to enable it.

When the processing is complete, the report will appear in the report frame. The report is displayed in tab format; click on each tab to view the content.



The report frame has a tabbed interface. The 'Plan Oper' tab is selected, indicated by a red arrow. Below the tabs, there is a table with the following data:

| Serial Number | Case Disposition |
|---------------|------------------|
| COC 051303    | AUTHORIZED       |

Below the table, there are several columns: 'Starting Action', 'Starting Date', 'Concluding Action', 'Ending Date', 'Years', and 'Duration Month'.

(See Exporting and Printing on Page 5.)

### **Other Query Parameters:**

Enter the reports criteria and click “OK” to process the report.

**NOTE:** \* indicate MANDATORY CRITERIA to be entered.

CRITERIA:

1. **\*Admin State:** Select “ALL” or a State from the drop down list.
2. **Geo State:** Select “ALL or a Geo State from the drop down list.

Note: when the admin state has been selected, only the geographical states associated with the administrative state appear in the list of Geo States.

3. **\*Begin Date:** Enter the date you want your report to start. You may type in the date or use the Calendar icon. When typing the date it must be in the following format: MM-DD-YYYY.
4. **\*End Date:** Enter the date you want your report to end with. You may type in the date or use the Calendar icon. When typing the date it must be in the following format: MM-DD-YYYY.
5. **Case Disposition (Case Disp):** The report will default to “ALL”; however you may select an individual disposition by clicking in the text box and selecting from the pop-out list.
6. **CR Casetype Lookup:** The report defaults to “ALL”. When you click on the down arrow, you will see a list of case types. Please note the report is only designed to bring back case types 380210, 380910, 380911, 380912 and 381402.
7. **CaseType Cond:** This is designed to be used with the following two text boxes: “Case Type” and “To Case Type”. You may set the condition with the down list to “begins with”, “between” or “NULL”.

Example of using “Begins with”

|               |             |
|---------------|-------------|
| CaseType Cond | begins with |
| Case Type     | 3809        |
| To Case Type  |             |

Example of using “Between”

|               |         |
|---------------|---------|
| CaseType Cond | between |
| Case Type     | 380910  |
| To Case Type  | 380913  |

8. **Case Type and To Case Type:** Enter a portion or the entire case type as seen above in the examples.
9. **Office:** Select “ALL” or an Office from the drop down list.  
Note: when the admin state has been selected, only the Offices associated with the administrative state appear in the list of Offices.

**CHOOSE ONE and ONLY ONE – Meridian Township Range (MTR) –OR- Meridian Township Range Section (MTRS)**

10. **MTR(S):** Type the MTR(S) (ALL CAPS) in the text box.

MTRS must be entered as:

2 digits for Meridian <space> 5 digits for Township <space> 5 digits for Range <space> 3 digits for section.

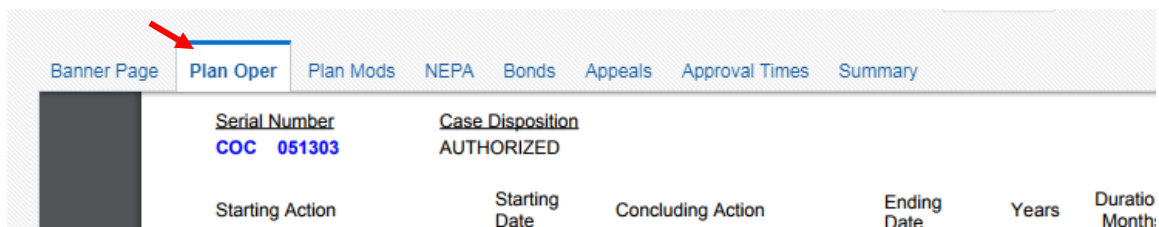
MTR Examples:     08 T1N R1E is entered as 08 0010N 0010E  
                         08 T29N R35E is entered as 08 0290N 0350E  
                         08 T29N R100W is entered as 08 0290N 1000W

MTRS Examples:    08 T1N R1E Sec 1 is entered as 08 0010N 0010E 001  
                         08 T29N R35E Sec 10 is entered as 08 0290N 0350E 010

**IF** it is necessary to enter a half township or half range, the last zero is replaced with 2.


For example: 14 T3 1/2 N, R28E, is entered as 14 0032N 0280E  
                 14 T3 1/2 N R28 1/2 E is entered as 14 0032N 0282E

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|             |                             |                                |                   |             |         |                 |         |
|-------------|-----------------------------|--------------------------------|-------------------|-------------|---------|-----------------|---------|
| Banner Page | Plan Oper                   | Plan Mods                      | NEPA              | Bonds       | Appeals | Approval Times  | Summary |
|             | Serial Number<br>COC 051303 | Case Disposition<br>AUTHORIZED |                   |             |         |                 |         |
|             | Starting Action             | Starting Date                  | Concluding Action | Ending Date | Years   | Duration Month: |         |

### **Exporting and Printing:**

To export and print your report; click on the tools icon (  ), select Export and select your format. Formats include HTML, PDF, RTF, Excel and PowerPoint.

